



SIGN PERMIT APPLICATION

Planning and Zoning
Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717
(304) 696-5540, opt 3

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Sign Information

Business Name: _____ Phone: _____

Address: _____ Email: _____

Sign Fabricator: _____ Phone: _____

Sign Installer: _____ Phone: _____

Total Estimated Cost (labor and materials): _____

****A Sign/Site Plan MUST be submitted with this application ****

Please answer the following questions regarding the proposed signage:

1. What is the linear street frontage of the commercial space or building? _____
2. Please list the specifications for each new sign below:

Sign 1: _____

Dimensions: _____ x _____

Square footage: _____

Projection from wall: _____

Height Mounted: _____

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window Dimensions: _____ x _____

Sign 2: _____

Dimensions: _____ x _____

Square footage: _____

Projection from wall: _____

Height from Grade: _____

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window Dimensions: _____ x _____

Sign 3: _____

Dimensions: _____ x _____

Square footage: _____

Projection from wall: _____

Height from Grade: _____

Illumination type:

- Internal
- External

Facings:

- Single-sided
- Double-sided

If window sign:

Window Dimensions: _____ x _____

****All applications must be typed or legibly written in blue or black ink.***

Print Name

Signature of Applicant

Date

I, the undersigned, do hereby certify that I have read and examined this document and do certify that all information included therein is true and correct to the best of my knowledge, and I authorize the City of Huntington to investigate all statements or other information contained in this application form and any attachments submitted with it. I understand and agree that any misrepresentation, falsification, or material omission of information may result in denial of my permit. I will comply with all applicable laws and ordinances whether specified herein or not. I understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or performance of construction. I certify that all building requirements have been met, including wind load. Furthermore, I, the undersigned, do hereby agree to assume responsibility for any and all other liabilities which may arise or occur, including, but not limited to, any personal injuries or property damage, arising out of the use of said permit.

FOR OFFICE USE ONLY

Zoning and Parcel: _____

<p>FOR OFFICE USE Received: _____ Staff Initials: _____ Permit Number: _____</p>

- Variance required
 - Approved
 - Denied
- Project Number:** _____
- Conditions: _____
- _____

Reviewed by: _____ Title: _____ Date: _____